



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date May 10 - 72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received JUN 23 1972 Application No. 185 Date Completed JUN 30 1972	
2. Agency Application No. 6		3. AGENCY, Division, Subdivision & Administering Office Address Ga. Dept. of Agriculture, Laboratories Divn. Room 610 - Agriculture Building 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Harry S. Johnson, Jr.	
		5. Working Title State Chemist		6. Tel. No. 656-3647	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates From inception of functions in 1874- indefinitely		9. EXACT SERIES TITLE Operations Records for Laboratory Methodology File			
10. These records accumulate and are common to all laboratories in the Department involved with the analysis of fertilizers, food items, milk, feed, pesticides, pesticide residue, lime, etc. Analyses are performed to regulate formulators, vendors, manufacturers, producers and others as established by Georgia Laws. The analyses result from the accumulation of data (the process of analysis) leading to and preliminary to regulatory actions on behalf of the Department. These data do not include those records incidental to the actual regulatory function of the Department, but to those data necessary for professional standards in making the analyses.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any These records contain notes, graphs, charts, logs, etc. which relate to the controls and methods used in the analysis of samples by the Laboratories Division in the following laboratories: 1. Feed 2. Trace & Minor Elements 3. Fertilizer 4. Food 5. Meat 6. Dairy 7. Pesticide Residue 8. Economic Poisons 9. Drugs & Toxicology 10. Microbiology					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers			NA		
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				By Annual Accumulation	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☒ NO
14. Is there a duplication of this series in another office or agency? ☒ YES ☐ NO
15. Is the information contained in this series ever summarized or published? ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
- They represent the methodology standards, and operation.
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. **REQUIREMENTS.** The following requires the files to be kept indefinitely years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER, then:

Destroy when superseded, obsolete, or no longer needed for references. month(s)/_____ year(s), then:

center; hold _____ year(s), then:

EXEMPTION: Where Federal & State joint interests in operations are involved, Federal regulations will govern.

or historical material to Archives; remainder.

_____ year(s) after audit).

ly.

_____ year(s), then transfer to Archives permanently.

(Recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>[Signature]</i>	Recommendations prepared by <i>[Signature]</i>	Approved for Division <i>[Signature]</i> Date <i>May 11, 72</i>	Records Management Officer <i>[Signature]</i> Date <i>May 11, 72</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>[Signature]</i>	Date <i>5-11-72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	XXXXXXXXXXXXXXXXXXXX Dept. of Audits	Date <i>6-23-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State Designee <i>[Signature]</i>	Date <i>6-22-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	XXXXXXXXXXXXXXXXXXXX Dept. of Law <i>[Signature]</i>	Date <i>6-30-72</i>